STAR PROJECT

State of Wisconsin

Department of Administration

General Voucher Processing Job Aid

Version 1.0

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PURPOSE AND DESCRIPTION

Purpose

This Job Aid is designed to help you in General Voucher Processing. The general voucher process is used to create and manage vouchers in a variety of scenarios

Description

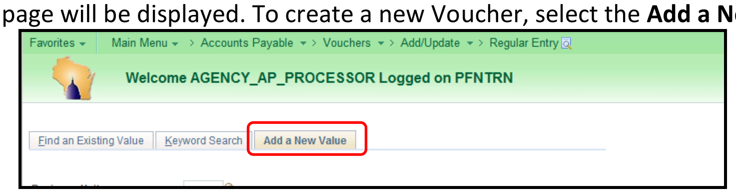
The key activities involved in voucher processing are:

- Activity 1: Creating a Regular Voucher without a Purchase Order
- Activity 2: Creating a Regular Voucher with a Purchase Order
- Activity 3: Voucher Attachments
- Activity 4: Deleting a Voucher
- Activity 5: Inquiry for Checking an Invoice Payment
- Activity 6: Payment Request Review Process

ACTIVITY 1: CREATING A REGULAR VOUCHER WITHOUT A PURCHASE ORDER

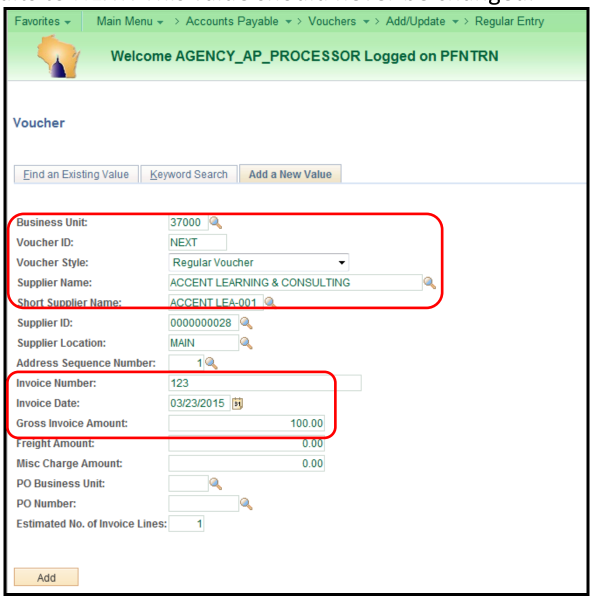
Creating a Regular Voucher without a Purchase Order Procedure Steps

Scenario: Create a regular voucher without a purchase order. Follow the steps explained below.

Step	Action
1.	Navigate to the **Voucher Entry** page: **Main Menu** > **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**
2.	The Voucher Entry page will be displayed. To create a new Voucher, select the **Add a New Value** tab. 

3. Complete the following fields:

- Business Unit: Defaults to the user's business unit, but it can be modified.
- Supplier Name
- Invoice Number
- Invoice Date
- Voucher Style: Select Regular Voucher from the menu
- Gross Invoice Amount
- Voucher ID: Defaults to NEXT. This value should never be changed.

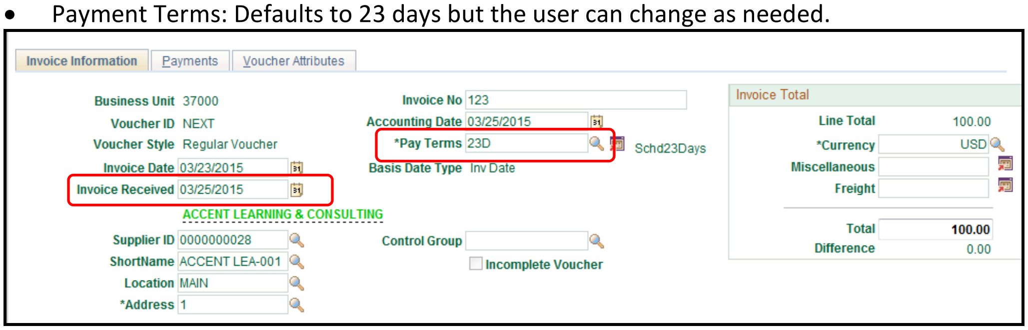


Note: After **Supplier Name** is entered, **Short Supplier Name**, **Supplier ID**, **Supplier Location**, and **Address Sequence Number** autopopulate.

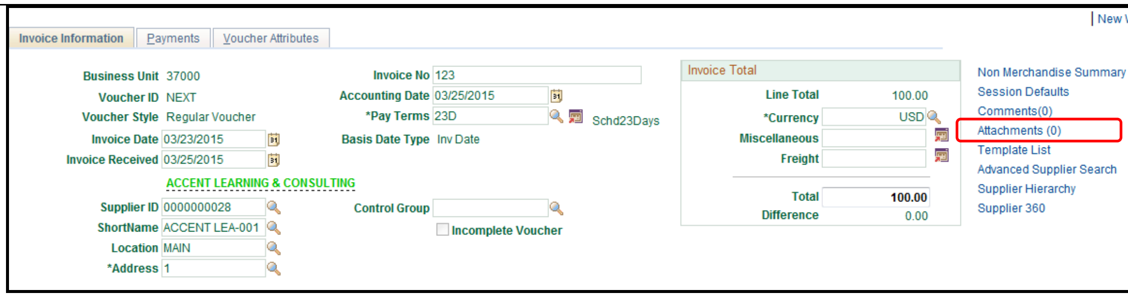
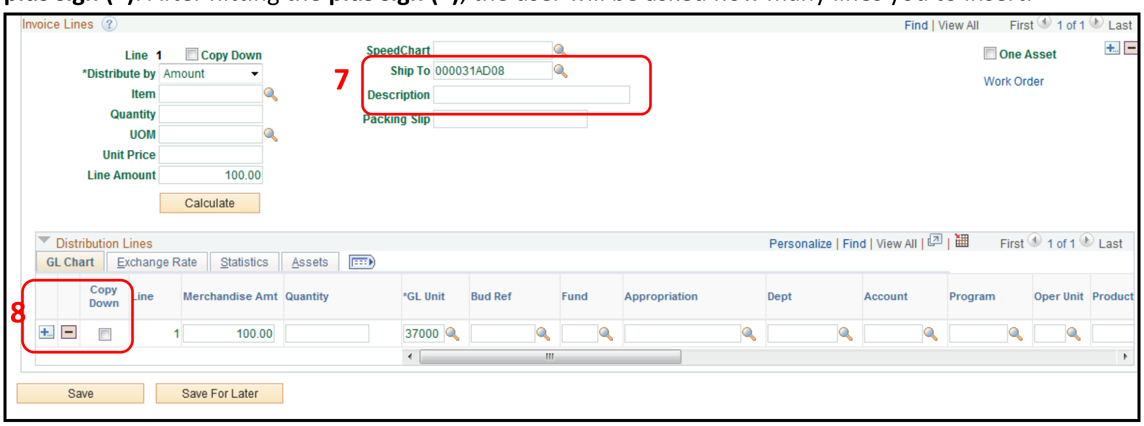
4. Select **Add**.

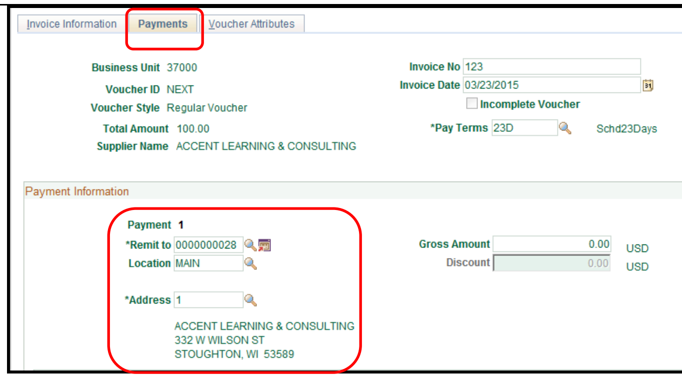
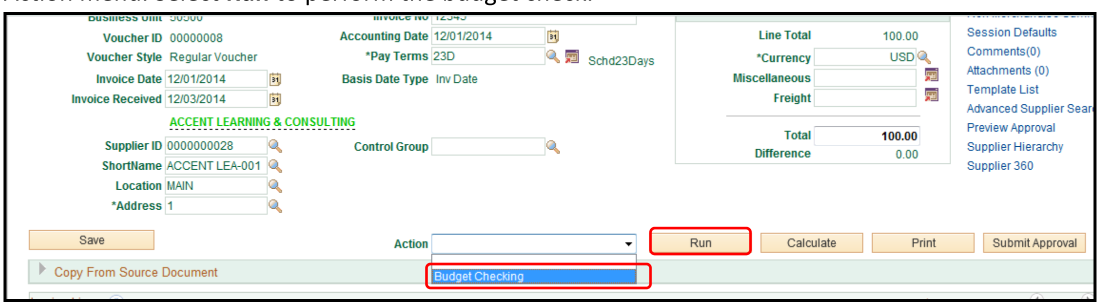
5. The **Invoice Information** page will be displayed. In the top section, complete the following fields:

- Invoice Received (Optional)
- Payment Terms: Defaults to 23 days but the user can change as needed.



6. Supporting documents can be added to the voucher by clicking the **Attachment** link.

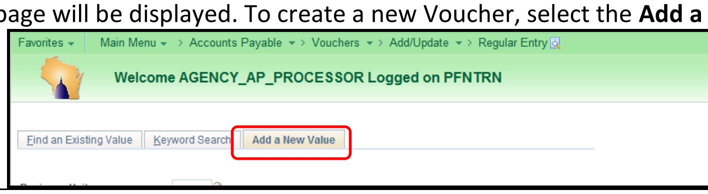
	
7.	In the Invoice Lines section, complete the following fields: • Distribute By • Description • Ship To: Defaults to Business Unit. **Note**: SpeedCharts may also be applied in this section. The SpeedChart ChartStrings will populate the distribution information. If Distribute By Quantity is selected, the following fields are also required: • Quantity • Unit of Measure (UOM) • Unit Price
8.	Enter the distribution information in the **Distribution Lines** section. The **GL Unit** and **Amount** will default based on the data entered while adding the voucher. Click the **plus sign (+)** to add new lines to the distribution list. To copy ChartFields from the first line, click the Copy Down checkbox before hitting the **plus sign (+)**. After hitting the **plus sign (+)**, the user will be asked how many lines you to insert. 
9.	Select the **Payments** tab. Vendor **Remit to Location** should be checked for accuracy, and changed if needed.

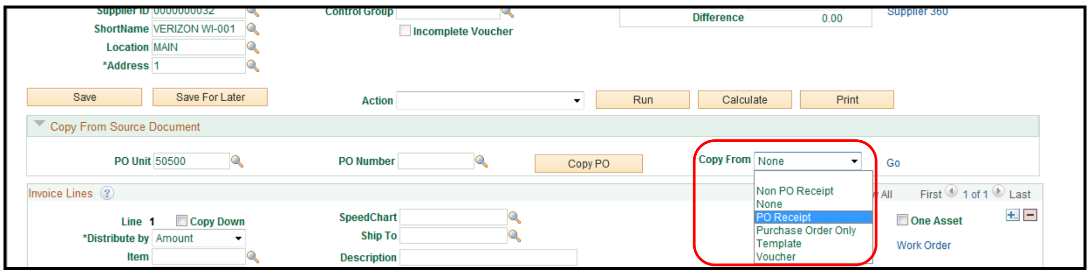
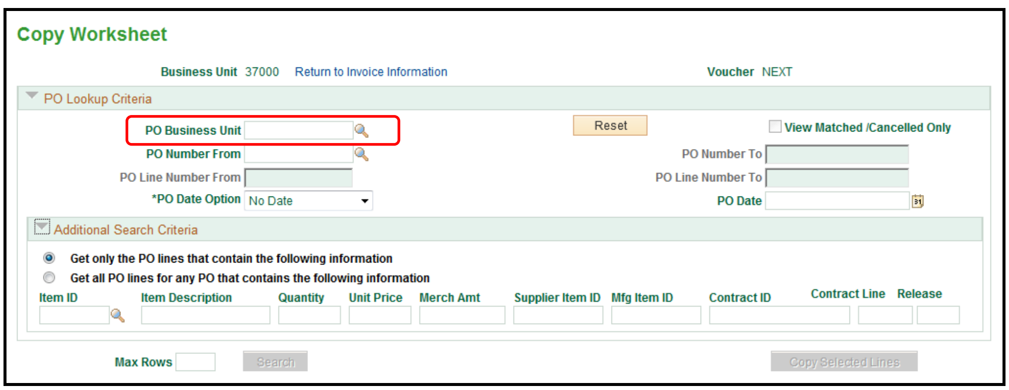
	
10.	Verify the **Remit to Address** is correct. If not, select the correct address from the list of available options. If the desired address is not available, contact your supervisor. Review the information in the **Payment Information** and **Payment Options** section. This information is populated bydefault but can be manually overridden if necessary.
11.	Select **Save**. The system will automatically check to verify that the Voucher Header total matches the Line Total. In addition, the system also verifies chartfields for valid values and combo editing. Any errors occurring at save time must be corrected for further processing. After a voucher is successfully saved, a voucher ID is auto assigned.
12.	Go to invoice information tab. Budget check the voucher by first selecting **Budget Checking** from the Action menu. Select **Run** to perform the budget check. 

ACTIVITY 2: CREATING A VOUCHER WITH A PURCHASE ORDER

Creating a Voucher with a Purchase Order Procedure Steps

Scenario: Create a voucher with a purchase order. Follow the steps explained below.

Step	Action
1.	Navigate to the **Voucher Entry** page: **Main Menu** > **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**
2.	The **Voucher Entry** page will be displayed. To create a new Voucher, select the **Add a New Value** tab. 

3.	Complete the following fields: • Business Unit: Defaults to user's business unit, but it can be changed. • Invoice Number • Invoice Date • Voucher Style: Select Regular Voucher from the menu • Gross Invoice Amount • Voucher ID: Defaults to NEXT
4.	Select **Add**.
5.	In the **Copy From Source Document** section, select **Purchase Order Only** from the **Copy From** menu. Select **Go**. 
6.	Enter the **PO Business Unit**. Enter Additional search criteria on this page to further narrow the search. 
7.	Expand the **Additional Search Criteria** section. Specify any additional search criteria. Select **Search**.
8.	The **Select PO Lines** section displays the purchase orders that met the search criteria. Check the **checkbox** next to applicable PO lines to copy into the voucher. Select **Clear All** to deselect all the lines.
9.	Select **Copy Selected Lines** to import the selected PO lines into the voucher.
10.	Move to the **Invoice Information** tab. • The **Vendor**, **Name**, **Location** and **Address** all copy over from the copy source. These values must match the purchase order when the matching process is run. • Enter the **Invoice Number** from the vendor's invoice. STAR edits for duplicate invoice numbers based on invoice number and vendor ID. A voucher with a duplicate invoice number can be saved in a recycled state, but will not continue to process until resolved. • Enter the **Invoice Date** on the vendor's invoice. The scheduled pay day uses the Invoice date and the payment terms selected.

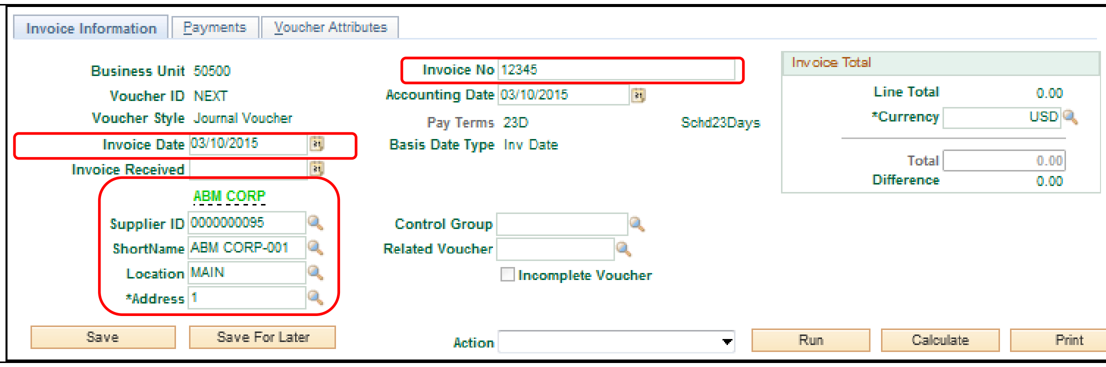
	• The **Pay Terms** copy over from the purchase order or receipt and should not be changed. It defaults to **23 Days** if there are no payment terms on the purchase order. • Enter the invoice amount in the **Total Dollar Amount** after the purchase order or receipt is copied. When this field is populated, the Total and Gross Amount on the **Payments** page will populate with the same amounts. • Click on **Comments** to enter notes about the invoice. They are meant for reference only and up to 254 characters can be entered.
11.	Review the **Invoice Lines** section. Add or modify information as necessary.
12.	Review the **Distribution Lines** section. The fields are populated when the Purchase Order is copied. Add or modify information as necessary. Click the **plus sign (+)** to add new lines to the distribution list. Click the **minus sign (-)** to remove lines from the distribution link.
13.	Select **Calculate** from the **Invoice Lines** section. When the voucher is in balance, the **Difference** will display 0.00 in the Balancing box. Insert old language from non PO voucher about balance check.

ACTIVITY 3: VOUCHER ATTACHMENT

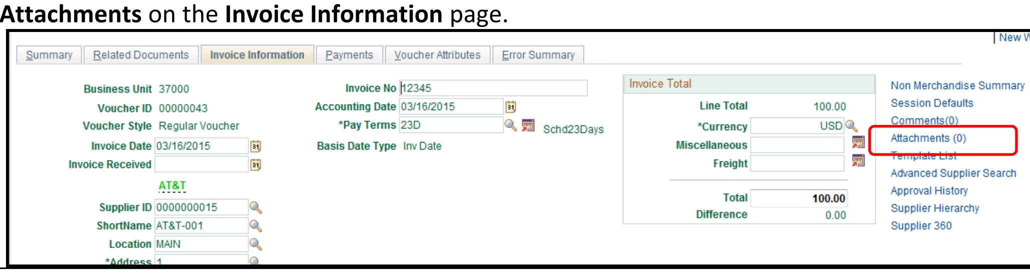
Voucher Attachment Procedure Steps

Scenario: Add an attachment to a voucher. Follow the steps explained below.

Step	Action
1.	Navigate to the Voucher Entry page: **Main Menu** > **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**
2.	If a voucher is getting edited and the processor knows the Business Unit, Voucher ID, or other information, use enter the Search Criteria under the **Find an Existing Value** tab and click **Search**.
3.	If a new voucher is being created, move to the **Add a New Value tab**. Enter the **Supplier ID, Invoice Number** and **Invoice Date.** Change the Voucher Style to **Regular Voucher**. If necessary, the Business Unit may be changed. Select **Add**.
4.	On the **Invoice Information** tab, the **Invoice No, Invoice Date** and vendor information default from the information on the previous page.

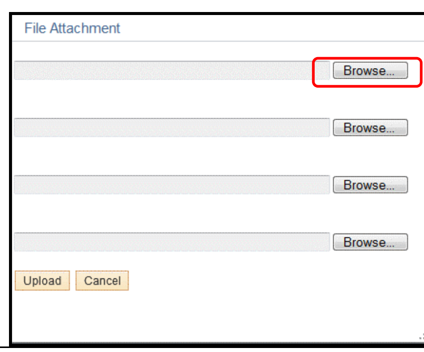


5. Click **Attachments** on the **Invoice Information** page.

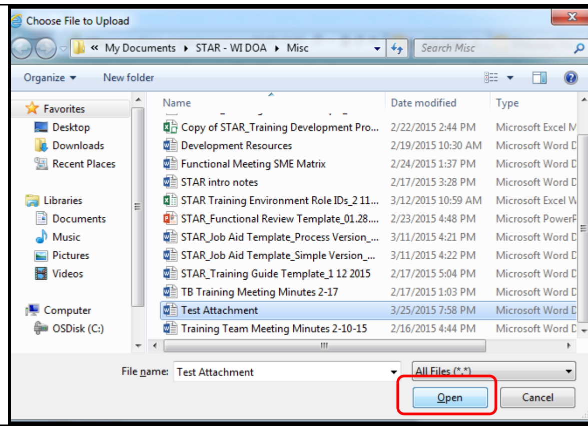


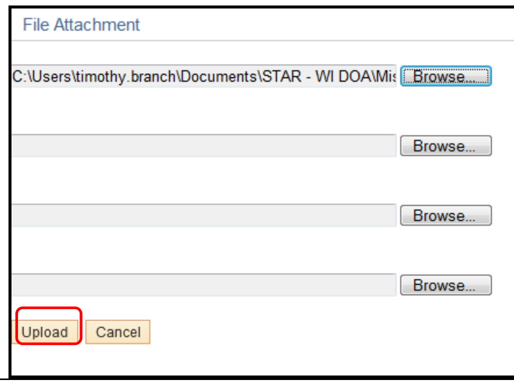
6. Select **Add Attachment.**

7. Select **Browse**.

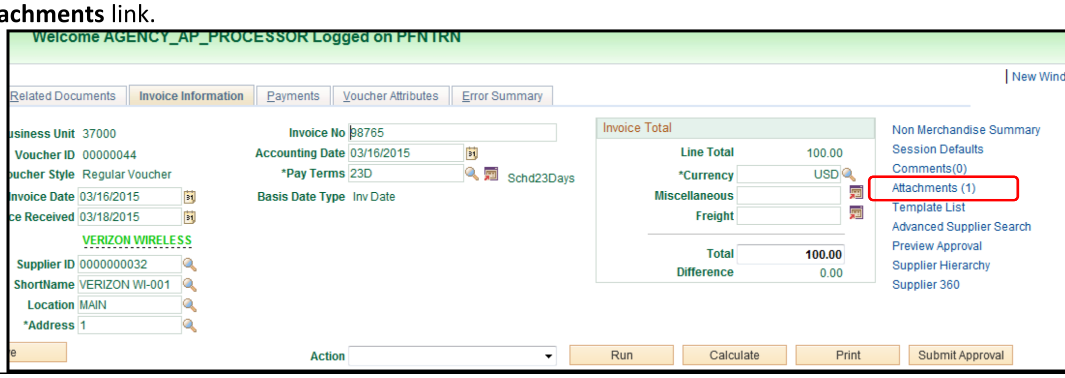


8. Choose the appropriate file and select **Open**.

<table>
<tr><td></td><td>


</td></tr>
<tr><td>9.</td><td>Select Upload.


</td></tr>
<tr><td>10.</td><td>Select OK.


</td></tr>
<tr><td>11.</td><td>Back on the Invoice Information page, the number of attachments will show in parentheses next to the Attachments link.


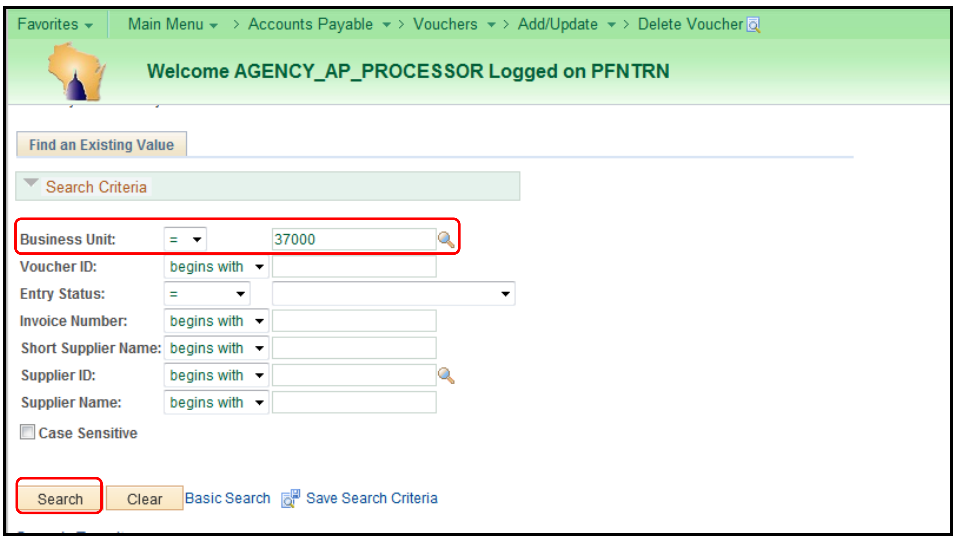
</td></tr>
</table>

12.	Select **Save** after returning to the **Invoice Information** page.

ACTIVITY 4: DELETING A VOUCHER

Deleting a Voucher Procedure Steps

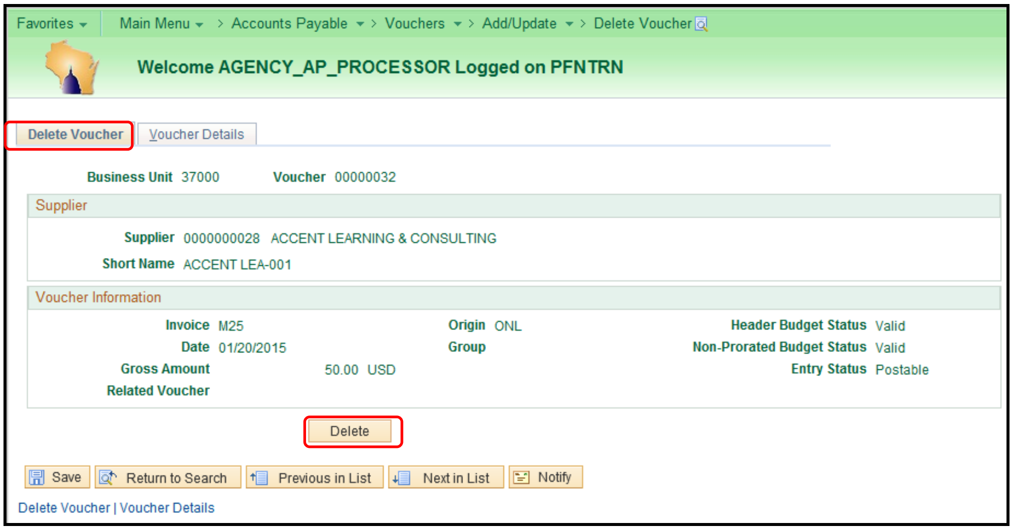
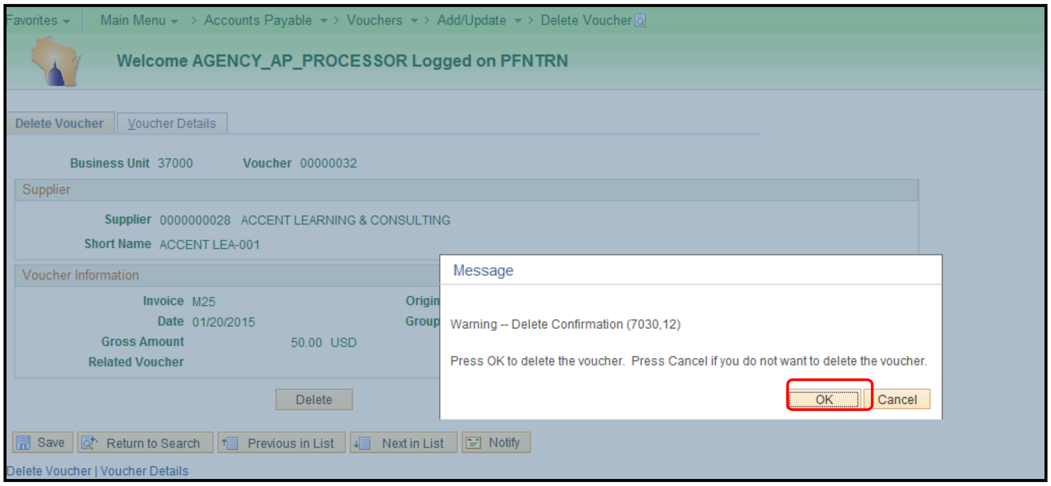
Scenario: Delete a Voucher in PeopleSoft. Follow the steps explained below.

Step	Action
1.	Navigate to the **Voucher Delete** page: **Main Menu** > **Accounts Payable** > **Vouchers** > **Add/Update** > **Delete Voucher**
2.	The **Voucher Delete** page is displayed. Enter the business unit in the **Business Unit** field, and then click the **Search** button.  **Note:** Only the vouchers that have not been posted or paid can be deleted.
3.	The search results are displayed in the Search Results section. Select an appropriate voucher from the search results. 

Search Results

View All — First 1-41 of 41 Last

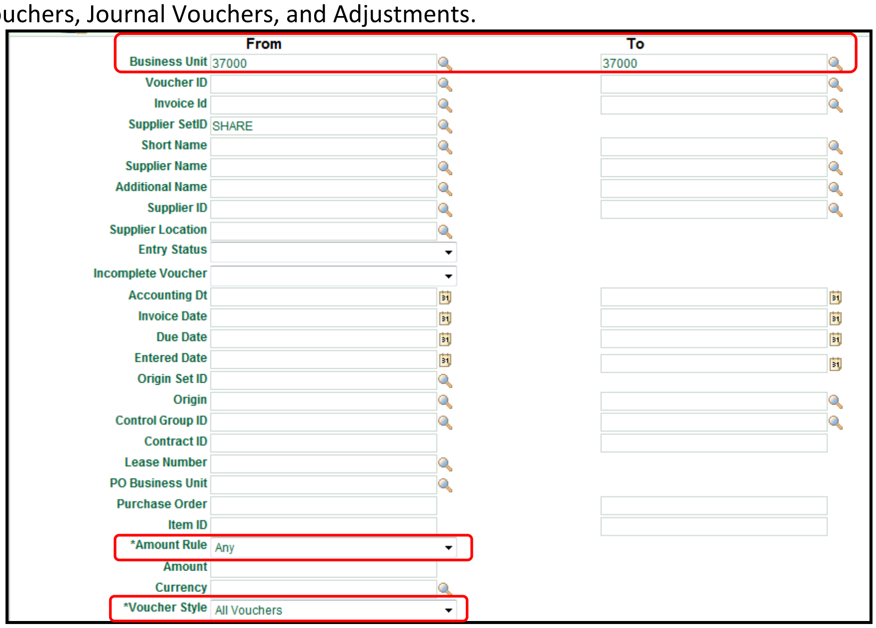
Business Unit	Voucher ID	Entry Status	Invoice Number	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name
37000	00000043	Postable	12345	03/16/2015	AT&T-001	0000000015	AT&T
37000	00000042	Recycle	(blank)	01/16/2015	ICON INTEG-001	0000000002	ICON INTEGRATION & DESIGN INC
37000	00000040	Postable	Change90DUP	01/22/2015	GRAEBEL CO-001	0000000067	GRAEBEL COMPANIES INC
37000	00000039	Postable	90DUP	01/22/2015	GRAEBEL CO-001	0000000067	GRAEBEL COMPANIES INC
37000	00000038	Postable	testcontrolgroups2	01/13/2015	EXCELLUS H-001	0000000018	EXCELLUS HEALTH PLAN, INC.
37000	00000037	Postable	testcontrolgroups1	01/08/2015	AMERICAN L-001	0000000098	AMERICAN LITHOGRAPHY &
37000	00000035	Postable	MultiPayee	01/20/2014	APEX-001	0000000048	True Value Hardware
37000	00000034	Postable	Handlmess	01/20/2015	INTERNATIO-001	0000000024	INTERNATIONAL RETIREMENT RES

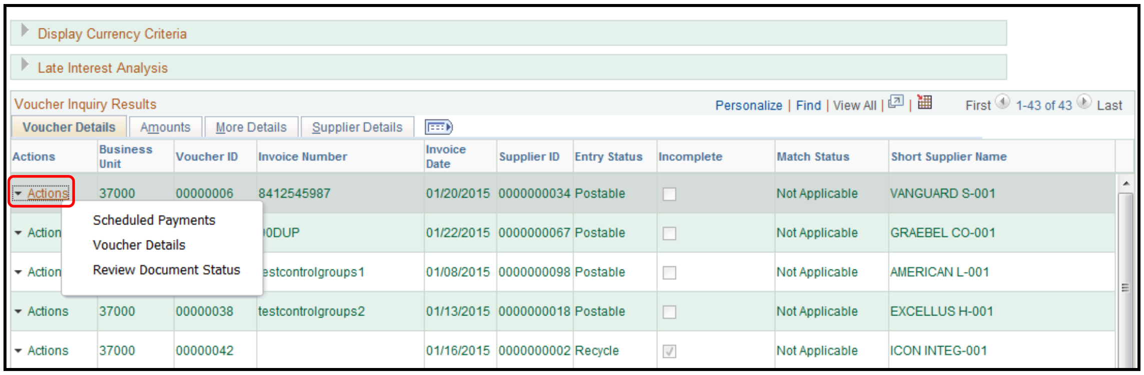
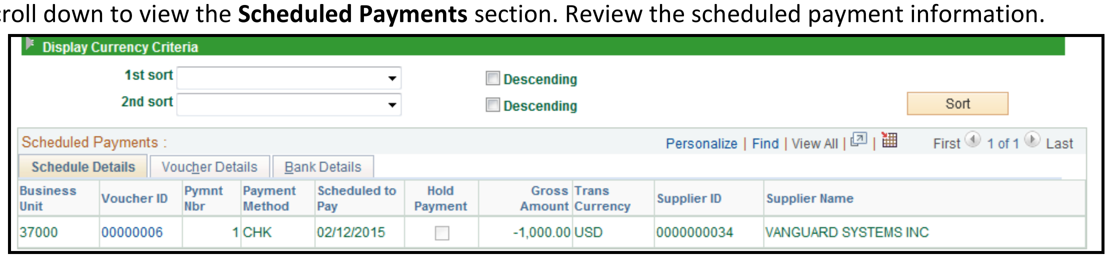
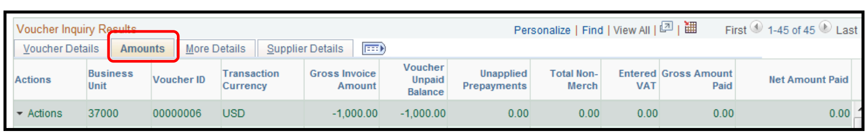
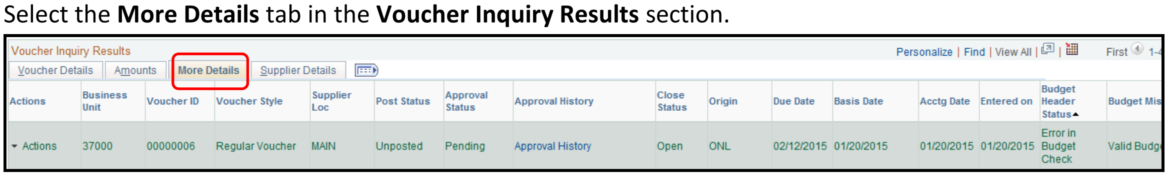
4.	The **Delete Voucher** tab is selected by default. Review the details displayed in this tab, and click the **Delete** button.  **Note**: The budget check process will restore the deleted voucher amount to the budget.
5.	The Message pop-up window appears. Read the warning message. To continue deleting the voucher, click **OK**. 

ACTIVITY 5: INQUIRY FOR CHECKING AN INVOICE PAYMENT

Inquiry for Checking an Invoice Payment Procedure Steps

Scenario: Perform an inquiry to check an invoice statement in PeopleSoft. Follow the steps explained below.

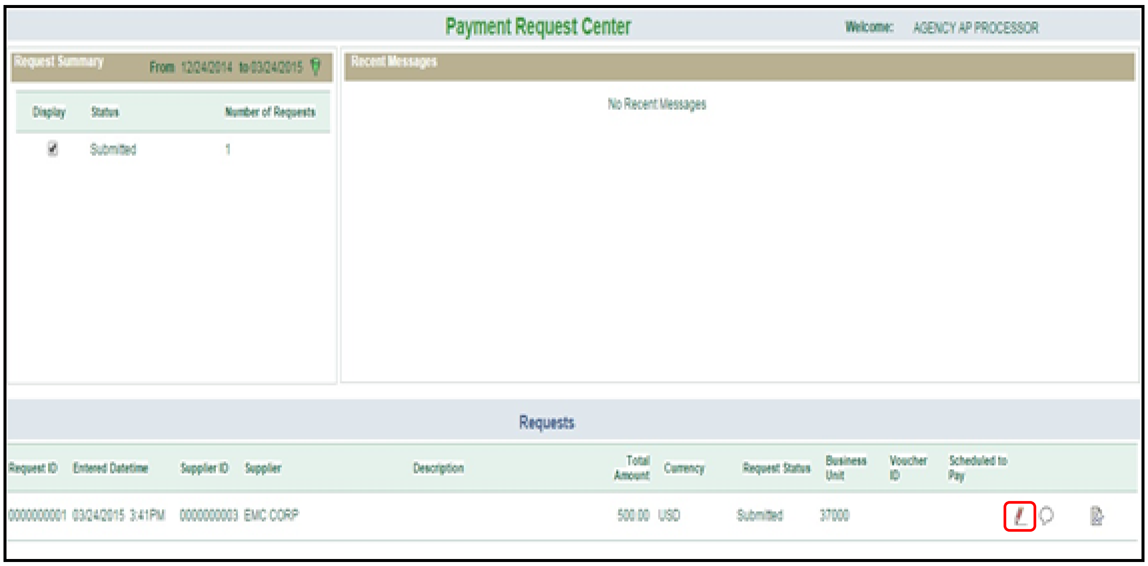
Step	Action
1.	Navigate to the **Voucher Entry** page: **Main Menu** > **Accounts Payable** > **Review Accounts Payable Info** > **Vouchers** > **Voucher**
2.	On the **Voucher Inquiry** page, under **Search Criteria**, the following fields are required: • **Business Unit – From** and **Business Unit – To** fields to enter a business unit or range of business units to be used in the search. • **Amount Rule** that allows the user to select an amount rule type. The default is **Any** and other options are: Equal to, Greater than, Greater than or equal to, Less than and Less than or equal to. • **Voucher Style** to select a specific voucher style. The default is **All Vouchers**. Other options include: Regular Vouchers, Journal Vouchers, and Adjustments. 
3.	Enter additional search values as appropriate and select **Search**. • **Note:** If a range of supplier **Short Names** is entered, Supplier Location cannot be entered in the same search. • **Note:** If a range of Business Units is entered, the user cannot search for either a Voucher ID or an Invoice ID
4.	Expand the **Sort Criteria** section. Use this section to change the sort criteria and add the display order. The results are sorted by default based on **Voucher ID** in **Ascending** order.

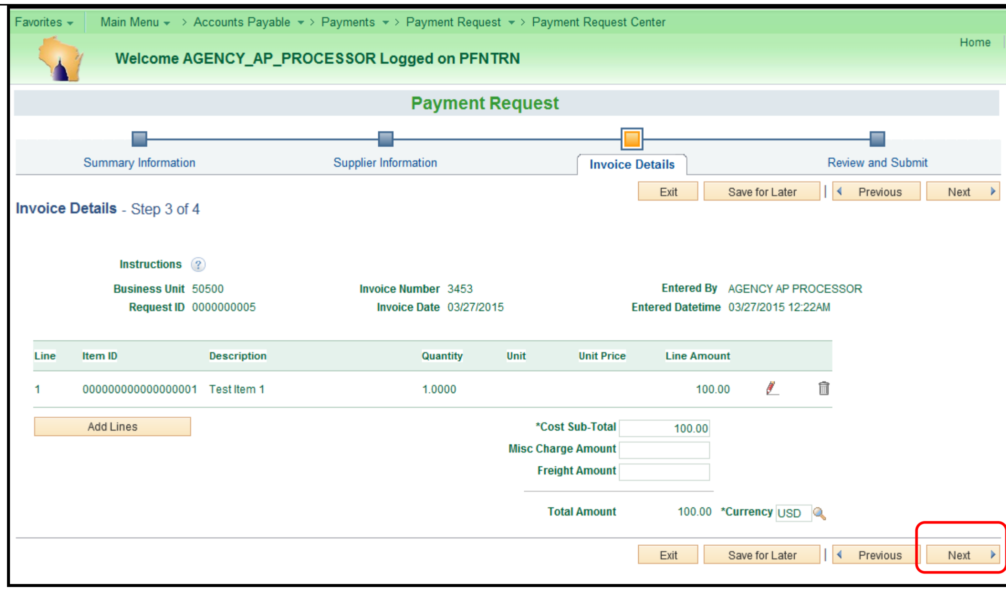
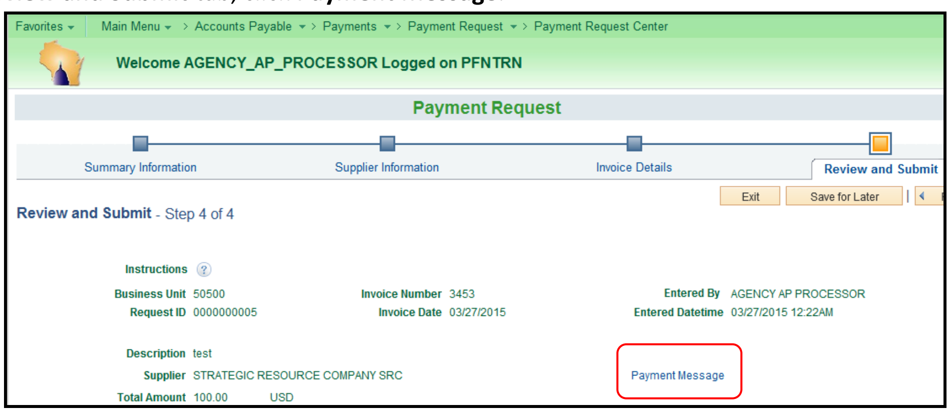
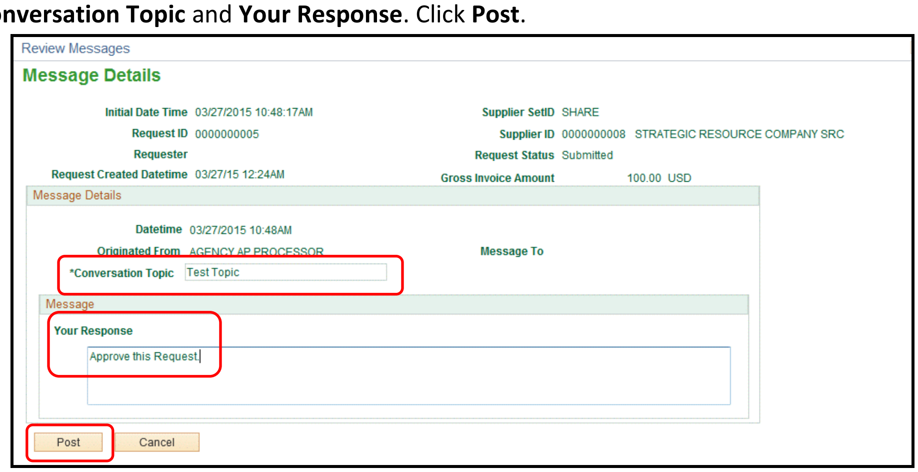
	
5.	Click **Sort Display** to sort the **Voucher Inquiry Results** based on the identified sort criteria.
6.	Find the desire voucher and select **Actions** to the left of **Business Unit** and **Voucher ID**. 
7.	From the **Actions** menu, select **Scheduled Payments**.
8.	Scroll down to view the **Scheduled Payments** section. Review the scheduled payment information. 
9.	Close the **Scheduled Payment Inquiry** page and select the **Amounts** tab in the **Voucher Inquiry Results** section.  Here, view various amounts and charges of the voucher, including: Gross Invoice Amount, Voucher Unpaid Balance, Gross Amount Paid and Net Amount Paid.
10.	Select the **More Details** tab in the **Voucher Inquiry Results** section.  In this section, the user can review line and distribution line detail for the voucher.

ACTIVITY 6: PAYMENT REQUEST REVIEW PROCESS

Payment Request Review Procedure Steps

Scenario: Approve a Payment Request in PeopleSoft. Follow the steps explained below.

Step	Action
1.	Navigation: **Accounts Payable** > **Payments** > **Payment Requests** > **Payment Requests Center**
2.	The **Payment Requests Center** shows all the submitted payment requests. Click on the pen icon to navigate to the **Payment Request** pages. 
3.	Click **Next** to review all relevant payment request information on each of the four tabs, making revisions as necessary.

<table>
<tr><td></td><td>
</td></tr>
<tr><td>4.</td><td>At the Review and Submit tab, click Payment Message.

</td></tr>
<tr><td>5.</td><td>Enter a Conversation Topic and Your Response. Click Post.

</td></tr>
<tr><td>6.</td><td>Click Submit.</td></tr>
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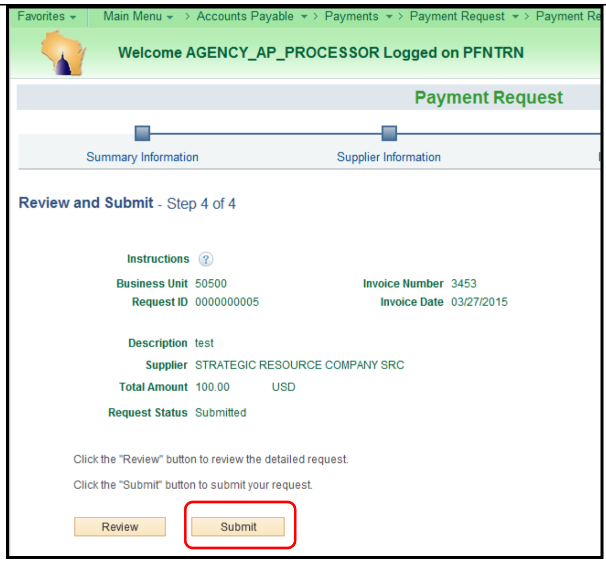
Favorites Main Menu > Accounts Payable > Payments > Payment Request > Payment Re
Welcome AGENCY_AP_PROCESSOR Logged on PFNTRN
Payment Request
Summary Information
Supplier Information
Review and Submit - Step 4 of 4
Instructions
Business Unit 50500
Request ID 0000000005
Invoice Number 3453
Invoice Date 03/27/2015
Description test
Supplier STRATEGIC RESOURCE COMPANY SRC
Total Amount 100.00 USD
Request Status Submitted
Click the "Review" button to review the detailed request.
Click the "Submit" button to submit your request.
Review
Submit